



REPLY TO
ATTENTION OF
ATZP-CDR

DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944

7 June 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Waste Prevention and Recycling Policy

References:

- a. Executive Order on Federal Acquisition, Waste Prevention and Recycling #13101
- b. State of California, AB939, Source Reduction and Recycling Element.
- c. DLIFLC and POM Installation Waste Prevention and Recycling Policy.

2. **Purpose:** To establish an installation waste prevention and recycling policy that will provide direction to the civilian and military community on recycling, provide recycling education and increase recycling participation for the Presidio of Monterey (POM) and the Ord Military Community (OMC).

3. **Applicability:** The State of California has mandated that all cities recycle at least 50% of the refuse that is generated in their jurisdiction by the year 2000. A penalty of up to \$10,000 per day will be imposed if jurisdictions fail to achieve this diversion rate. Recycling at the POM and OMC installations will assist the cities in meeting this goal and, additionally, reduce the cost of refuse collection. By removing items from the waste stream, such as cardboard, grass and tree trimmings, mixed paper, plastic, aluminum, metal and glass containers, the frequency and often times the entire refuse container can be eliminated, thereby, further driving down the cost of refuse collection.

4. **Procedures:** The responsible refuse company, along with civilian and military staff, will implement and carry out the following procedures:

- a. Audit the waste stream throughout the POM and OMC. The purpose of the audit is to determine the types of materials going into the waste stream that may be diverted to recycling.
- b. Audit all existing locations of refuse and recycling containers to determine maximum usage by occupants. The container audits will be placed on a periodic review schedule that will occur every three months to detect any changes and to take corrective action.
- c. Compile and distribute educational materials and coordinate in-house briefings about recycling to military service members in family housing, barracks, schools, food service and Garrison support. Specific education regarding the "how-to" and "what-to" recycle is a critical component.
- d. All future contracts will contain provisions requiring contractor responsibility to do the following:

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- (1) Notify the building Point of Contact (POC) that the audit will be held at their facility.
 - (2) Perform a waste stream audit.
 - (3) Return to the facility to perform the education process to military and civilian personnel, including the custodial staff.
 - (4) Ensure that the exterior recycling containers are in the appropriate location.
 - (5) Return every three months to review recycling program at each building.
5. For recycling purposes, the following four groups will implement and carry out the recycling program for the POM and OMC.
- a. All military services that have assigned their military personnel to barracks: 229th Military Intelligence Battalion, US Marine Corps Detachment, Naval Technical Training Center Detachment and 311th Training Squadron.
 - b. School and administrative building occupants.
 - c. Family housing occupants.
 - d. Food service operators.

6. Responsibilities:

- a. Barracks. All paper items, such as flattened cardboard, phone books, cereal boxes, shoe boxes, periodicals, soft covered books, newspaper, white, colored, glossy, stapled, glued and computer paper shall be placed in the large green dumpsters marked "Cardboard and Mixed Paper." All containers that are metal, glass, plastic (recycle numbers on the bottom of the container - numbers 1 through 7) and aluminum shall be placed in the large green-wheeled containers marked "Mixed Containers." Please contact Directorate of Public Works (DPW) at 242-6823 to locate the nearest dumpster for cardboard recycling in your area. To dispose of furniture large volumes of cardboard, contact DPW at 242-6823. To dispose of typical household hazardous waste, contact the Hazardous Waste Management Branch at 242-7525.
- b. Classrooms. Clearly marked recycling containers shall be placed near most trash cans and always at a copier machine. All personnel shall place all newspapers, shredded (in clear plastic bags), white, colored, computer, glossy, stapled and glued paper in clearly marked recycling containers. All cardboard shall be flattened and placed into large green recycling dumpsters. All glass, plastic (recycle numbers 1 through 7), metal and aluminum containers shall be placed in a clearly marked recycling container. Schools will be responsible for ensuring that the recycling bins are emptied into the appropriate recycling containers, oftentimes located next to the building's dumpsters.

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c. Offices. Clearly marked recycling containers shall be placed near most trashcans and always at a copier machine. All personnel shall place all newspapers, shredded (in clear plastic bags), white, colored, computer, glossy, stapled and glued paper in clearly marked recycling containers. All cardboard and mixed paper shall be flattened and placed in the large green recycling dumpsters.

(1) POM. All glass, plastic (recycle numbers 1 through 7), metal, and aluminum Containers shall be placed in a clearly marked recycling container. Each office will be responsible for ensuring that the recycling bins are emptied into the appropriate recycling containers located next to the building's dumpster.

(2) OMC. Each office will be responsible for ensuring that the wheeled recycle containers are put on the curb each Friday for pick-up.

d. Family Housing. Recyclables are picked up at curbside weekly by a contracted hauler. Recyclables must be sorted in the appropriate and labeled recycling containers.

(1) POM. The blue 65-gallon recycling bin is acceptable for the following: Flattened cardboard, mixed paper (newspapers and insets, magazines, junk mail, phone books, soft-covered books, computer paper, stationery), mixed food containers (glass bottles, jars, jugs, plastics 1 through 7, aluminum cans, tin food cans). The 65-gallon green cart, labeled "Yard waste" is for yard trimmings, tree/plant trimmings. The 40-gallon brown cart is for non-recyclable trash. Large item pick-up is also available for Army Family Housing (AFH). Pick-up arrangements for the POM will be coordinated with the Monterey City Disposal Service by calling 372-7977. Pick-up of large items is performed on Thursdays of each week.

(2) OMC. Three containers are provided for housing at OMC; paper, metal, aluminum, plastics, and glass. Examples of recycle material are phone books, shoe boxes, cereal boxes, soft covered books, periodicals, magazines, newspapers, junk mail; office, computer, glossy, stapled and glued paper; all plastic (recycling logo on the bottom of the container numbers 1 through 7); glass; metal and aluminum. The dual wheeled cart is used for grass clippings, plant trimmings and non-recyclable trash. Flattened cardboard is accepted if cut into two feet by two feet bundled sections and placed next to the recycling containers.

(3) Large item pick-up is also available for AFH on the last Wednesday of each month between the hours of 9:00 a.m. to 4:00 p.m. Occupants requesting large item pick-up will place these items at the curb's edge. The resident must call the collection company at 384-5000 at least three days in advance to arrange for pick-up. Please contact DPW at 242-6823 for the procedure applicable for POM & OMC.

e. Food Services.

(1) Personnel shall separate cardboard, mixed containers and mixed paper.

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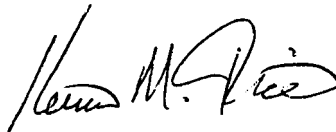
(2) Food service facility shall ensure that recyclables are captured at the food disposal area. Place well-marked recycling containers at the sort line for aluminum, glass, plastic and metal containers. Kitchen personnel shall place all metal, glass, aluminum and plastic containers in a well-marked container. All collected recyclable items shall be transported outside and placed in the large green recycling container. Flatten cardboard and place in dumpsters that are marked "Cardboard and Mixed Paper Only." To increase the amount of times the cardboard or recycling is picked up, call DPW at 242-6823.

f. Grounds Maintenance Contractors. The grounds maintenance contractor shall take all green waste (including tree and plant trimmings) and place it in the provided 20-cubic yard drop box located at OMC.

g. Grounds Maintenance (Military Personnel at POM). Notify DPW at 242-6823 to coordinate the drop-off location for tree trimmings, grass clippings, etc. All major clean up of brush, tree limbs and grass cuttings will be coordinated with DPW to ensure that a green waste container is placed in the working area.

h. Specialty Items. Fluorescent bulbs (contact DENR (Directorate of Environmental and Natural Resource), 242-7525/7932/7933); wood pallets (contact DPW, 242-6823); paint, oil, oil filters (contact DENR, 242-7525/7932/7933).

7. This policy is effective immediately.



KEVIN M. RICE
COL, IN
Commanding

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La Mesa Housing Director, Pamela Bass